

# Application for the Fulbright Scholar Program

## Advanced Research and University Lecturing Awards in the United States

### THE FULBRIGHT PROGRAM

The Fulbright Program was initiated on August 1, 1946, by a law that authorized the use of foreign currencies accruing to the United States through the sale of surplus war materials abroad to finance educational exchanges. The current legislation, which supports the program through congressional appropriations, is the Mutual Educational and Cultural Exchange Act of 1961, as amended. The purpose of the Fulbright Program is “to increase mutual understanding between the people of the United States and the people of other countries.” The U.S. Congress makes an annual appropriation for the Fulbright Program to the U.S. Information Agency (USIA). Participating governments and host institutions in many countries and in the United States also contribute financially through cost-sharing, as well as by indirect support such as salary supplements, tuition waivers, university housing, and other benefits.

Grants are made to U.S. citizens and citizens of other countries for a variety of educational activities, primarily university teaching, advanced research, graduate study, and teaching in elementary and secondary schools. Since the establishment of the Fulbright Program, over 32,000 scholars have visited the United States to conduct advanced research and teach in American universities. More than 31,000 American scholars have traveled internationally for similar purposes. At present, over 700 awards are made annually to bring scholars to the United States. More than 130 countries participate in the program.

**The J. William Fulbright Foreign Scholarship Board (FSB)**, composed of 12 educational and public leaders appointed by the President of the United States, formulates policy for the administration of the program, establishes criteria for the selection of candidates, and approves candidates nominated for awards.

**The U.S. Information Agency (USIA)** administers the program with the assistance of 51 binational education commissions and foundations in countries that have executive agreements with the United States for continuing exchange programs, United States embassies in approximately 90 other countries, and two major cooperating agencies in the United States. As of October 1, 1999, USIA will be merged into the Department of State.

**The binational commissions and foundations** draw up the annual program plan for exchanges, in consultation with participating universities and organizations in the host country. They also screen, interview, and recommend to the FSB qualified candidates for student and faculty grants under their exchange programs. In a country without a commission or foundation, the U.S. embassy develops the program and supervises it locally.

**The Council for International Exchange of Scholars (CIES)** is the major cooperating agency for the administration of the Fulbright Program for senior scholars. CIES is affiliated with the Institute of International Education (IIE) and has close working relationships with the major disciplinary bodies in the humanities, social sciences, and natural sciences.

During the terms of their grants in the United States, Fulbright lecturers and researchers are assisted by CIES, which is supported by funds from USIA.



**USIA FULBRIGHT SCHOLAR PROGRAM**  
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Washington, DC 20008-3009  
Internet: [www.cies.org](http://www.cies.org)  
[scholars@cies.iie.org](mailto:scholars@cies.iie.org)

## NATURE OF GRANTS

Grant benefits vary according to the provisions of the program of each participating country. All Fulbright grants include limited accident and sickness insurance. Most awards provide international travel for the grantee to and from the host institution in the United States. About 70 percent of Fulbright grantees also receive maintenance grants provided by USIA or binational Fulbright commissions and foundations. Other scholars receive financial support from host institutions in the United States, private foundations, or their home institutions or governments. Some also use personal funds to supplement their grants.

Most grants are awarded for a period of 3 to 10 months. Grants should not be for periods of less than 3 months or more than 12 months, including extensions. Particular country or regional programs may have specific guidelines concerning the duration of grants and other criteria applicants should consider in their applications.

A grant may be revoked, terminated, or suspended. Grounds for revocation or termination include, but are not limited to, (1) violation of any law of the United States or the home country; (2) any act likely to give offense to the United States; (3) failure to observe satisfactory academic or professional standards; (4) physical or mental incapacitation; (5) engaging in any unauthorized income-producing activity; (6) failure to comply with the grant's terms and conditions; and (7) material misrepresentation made by any grantee in the application form or grant document.

A grant may be suspended if (1) the grantee ceases to carry out the project or academic program during the grant period, or (2) the grantee leaves the United States for more than 2 weeks without authorization of the commission/post or supervising agency.

## ELIGIBILITY REQUIREMENTS

- Doctoral degree or equivalent professional training or experience
- Proficiency in English appropriate to the proposed lecturing or research project to be carried out in the United States
- A **detailed** statement of proposed activity for research or lecturing at an American institution
- Adequate financial support while in the United States
- Certification of good health

**Preference is given to those without recent experience in the United States. Grants are not for the principal purpose of**

- Attending conferences
- Completing doctoral dissertations

Applicants in binational commission countries must meet the citizenship criterion specified in the executive agreement between the United States and that country. In non-commission countries, applicants must be citizens, nationals, or permanent residents qualified to hold a valid passport issued by that country.

Persons desiring or holding permanent residence in the United States are not eligible to apply for Fulbright awards. Also, persons who are citizens of both a partner country and the United States, or who have permanent resident status, are ineligible for Fulbright grants to the United States. Fulbright grantees enter the United States on an Exchange Visitor (J-1) visa under a U.S. Information Agency program, which requires them to return to their home countries for a minimum of 2 years at the end of the grant period.

New U.S. government regulations may also limit reentry as a J-1 researcher or professor. Grantees (J-1 visa holders) and their accompanying dependents (J-2 visa holders) who have held J status and been physically present in the United States for 6 months or more are not eligible to apply for reentry as J-1 researchers or professors for 12 months following departure from the United States.

## APPLICATION AND REVIEW PROCESS

- Most grants available to foreign scholars are for research. Applicants should consult with the Fulbright commission or U.S. embassy representatives to determine the kinds of grants available for their countries.
- Initial screening and endorsement of a scholar's application are done by the administering agency for the Fulbright Program in the applicant's home country.

- The application is then forwarded to CIES via USIA. CIES arranges affiliation with an appropriate U.S. institution for scholars from many world areas. The major exception is Western Europe. For some world areas, primarily Africa and the Gulf countries of the Middle East, CIES also conducts an academic review of applications.
- Medical reports are reviewed by appropriate personnel.

## SUMMARY AND CHECKLIST

**All items should be translated into English. Please type or print legibly.**

**Please submit application materials to the appropriate Fulbright agency in your home country (i.e., Fulbright commission, foundation, or post). Do not send your application to CIES.**

**A complete application includes**

- \_\_\_\_\_ application form
- \_\_\_\_\_ detailed statement of proposed activity
- \_\_\_\_\_ detailed curriculum vitae
- \_\_\_\_\_ three references
- \_\_\_\_\_ medical history and examination report

**Supplementary documentation, where applicable**

- \_\_\_\_\_ letters of invitation or appointment from U.S. institutions
- \_\_\_\_\_ results of an English proficiency test
- \_\_\_\_\_ source of support for accompanying dependents

February 1999

## INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

**A complete application includes (a) application form; (b) detailed statement of proposed activity; (c) detailed curriculum vitae; (d) three references; (e) invitation, if applicable; and (f) certificate of health. All items must be translated into English.**

**Additional instructions, as well as tips for preparing a successful application, can be found in the *Visiting Fulbright Scholar Program Guidelines for Applicants*. This publication can be obtained from the Fulbright agency in your home country or accessed online at [www.cies.org](http://www.cies.org).**

**PLEASE TYPE.**

**Item 3.** Give your name exactly as it appears on official documents (for example, passport), with family (last) name underlined. This spelling will be used in all documents related to your grant.

**Item 6.** Write the name of month, rather than the numerical figure.

**Item 12.** Give a summary of your proposed research and/or lecturing activities in approximately 10 words. A detailed statement is to be supplied on page 5.

**Item 15.** Indicate as precisely as possible the period during which you will be available to carry out your proposed program in the United States. It is recommended that you plan your program during the U.S. academic year (September–May), when American scholars are more likely to be available to receive visiting scholars.

**Item 17.** List academic discipline. Select one discipline from the list below that best describes your general area of expertise, and enter it exactly as it appears in the list.

Agriculture	Computer Science	Mathematics
American History	Creative Writing	Medical Sciences
American Literature	Economics	Music
Anthropology/Archaeology	Education	Philosophy
Architecture/Urban Planning	Engineering	Physics/Astronomy
Area Studies	Environmental Sciences	Political Science
Art	Geography	Psychology
Art History	Geology	Public Administration
Biological Sciences	History (non-U.S.)	Religious Studies
Business Administration	Language/Literature (non-U.S.)	Sociology/Social Work
Chemistry	Law	TEFL/Applied Linguistics
Communications/Journalism	Library Science	Theater/Dance
	Linguistics	

**Item 18.** If you have already made arrangements with a host institution, you must attach a copy of your letter of appointment to your application. Nonacademic affiliations, while sometimes possible, require special review, and approval is not always granted.

**Item 19.** If arrangements for an appointment or affiliation have not been confirmed, list any preferences you have in order of priority. *In a separate attachment, please give reasons for your choice* (e.g., prior acquaintance or correspondence with the U.S. scholar; relevance of the U.S. scholar's work to your own research interests if your knowledge of the U.S. scholar's work is through publications.) Insofar as possible, your preferences will be followed, although no assurance can be given of placement at the institutions you suggest.

**PLEASE NOTE:** Affiliation arrangements can be made by CIES only for scholars from certain countries. Consult with the Fulbright commission or U.S. embassy representative to determine arrangements for your country.

If the academic program you propose requires affiliation with more than one institution, please explain and indicate the approximate length of time needed at each. CIES advises against dual or multiple affiliations unless absolutely necessary because time is lost in finding housing and making other arrangements at each institution.

**Item 20.** An English proficiency test should be conducted by the Fulbright commission or U.S. embassy representative if you are from a non-English-speaking country. The results of this test should be attached to the application.

**Item 23.** Distinguish between books and articles. For books, give title (underlined), publisher, and date; for articles, title (in quotation marks), journal or collection (underlined), and date.

**Item 24.** If separated, divorced, or widowed, indicate "single."

**Item 30.** At least one reference should be from outside your university. Applications are not considered complete until reference letters are received. These persons should be in a position to comment on your qualifications to carry out your proposed program in the United States and its value in relation to your research and teaching responsibilities in your home country. A copy of the statement of proposed activity should be given to each reference. Letters should be attached to the report forms provided for this purpose and should be sent by the references directly to the administering agency in your home country (commission or foundation, U.S. embassy, or consulate).



PLEASE DO NOT WRITE ON THIS PAGE

**To be completed by J. William Fulbright Foreign Scholarship Board member:**

Approve

Disapprove

Abstain

Comments \_\_\_\_\_

Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (family name, first, middle):

13. Country of legal residence:

14. Do you have U.S. permanent residency (i.e., a green card)? Yes  No

15. Number of months required for project:

Date (month/day/year) you expect to

a. Depart from home country:

b. Begin your grant:

c. Leave the United States:

16. Home mailing address, telephone, fax, and e-mail:

17. Major academic discipline (must select from list in application instructions):

Topics on which you would be willing to lecture:

18. If institutional affiliation in the United States has been confirmed, provide the following information, and attach your letter of appointment (professor with whom you will work/department/institution/street/city/state/ZIP code/telephone/fax/e-mail).

19. If institutional affiliation in the United States has *not* been confirmed, list preferred host institutions in order of preference (professor with whom you propose to work/department/institution/street/city/state/ZIP code/telephone/fax/e-mail).

20. English proficiency (excellent, good, or fair):

Reading:

Writing:

Speaking:

Name (family name, first, middle):

21. Professional travel and/or residence abroad during the last 5 years (countries, dates, and purpose of activity):

22. Cultural, educational, and professional societies of which you are a member:

23. Five principal publications with title, publication date, and publisher's name. (A complete listing of all publications should be included in your curriculum vitae, which must be translated into English. Use the standard format for bibliographic citation.)

24. Marital status:        Married                         Single  

25. Separately list names of all accompanying dependents. Include relationship, date and place of birth, and duration of stay. (Dependents include spouse and any unmarried children under the age of 21.)

26. Name, mailing address, telephone and fax numbers, and e-mail address of person to be notified in case of emergency:

27. Do you expect to receive sabbatical pay or other paid leave of absence?        Yes                         No  

28. Sources of assured support other than Fulbright grant (specify amount in U.S. dollars, and attach supporting documents):

Name (family name, first, middle):

29. Physical impairment (please describe, if any):

*Note: This information is gathered for statistical purposes and to ensure appropriate placement. The Fulbright Program does not discriminate on the basis of race, color, religion, sex, age, national origin, and/or physical impairment.*

30. Identification of referees (List the name, title, mailing and e-mail addresses, and telephone and fax numbers of three persons from whom you have requested a letter of reference. These colleagues should know your work, and at least one should be from outside your university.)

1)

2)

3)

**By my signature below, I certify that to the best of my knowledge, the information provided in all parts of my application is accurate and complete. I understand that final approval of my application is dependent upon my eligibility for a visa to the United States. I agree to return to my home country upon the expiration of my authorized stay in the United States.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Note: As a Fulbright grantee, both you and your dependents are subject to the 2-year, home-country residence requirement associated with the J-1 visa. This means that until you have resided and been physically present in your home country for at least 2 years following your departure from the United States, you and your dependents are ineligible to apply for status in the United States as (1) permanent residents, (2) temporary workers/trainees (visa status H), or (3) intracompany transferees (visa status L).

# Statement of Proposed Activity

Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

**Applicants should organize their proposals to address the following points either for research or for lecturing.**

## RESEARCH

- **Background:** When possible, place the project in academic or professional context by referring to the major work by others on a topic. In some cases this can be aided by use of a select bibliography.
- **Objectives:** Define clearly the aims of the project.
- **Methodology:** Describe the project, and explain the approach and methods you will follow.
- **Significance:** Explain the significance of the project for the field, your own professional development, and your home country.
- **Evaluation and dissemination:** Describe plans for assessment and dissemination of results both in your home country and elsewhere.  
Other:
  - Indicate why residence in the United States is necessary for accomplishment of the project.
  - Explain how your project can be completed within the time period requested.
  - Describe your competence in English.

Because applications are usually reviewed by multidisciplinary panels, describe your project to the extent possible in terms accessible to scholars not in your field.

## LECTURING

- Describe the range of courses you teach at home and how they will be relevant to your proposed teaching in the United States. If available, please attach course syllabi.
- Explain what you propose to teach in the United States.
- Describe your competence in English.

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## Detailed Project Statement

Do not exceed five pages (3,500 words). Please type, and use plain white paper for continuation pages. Number each subsequent page, beginning with page 6.

# Fulbright Scholar Program

## Reference Report

Applicant should complete Parts I and III and then give this form to the referee.

### PART I

Name of applicant \_\_\_\_\_ Name of Reference \_\_\_\_\_  
Position \_\_\_\_\_ Position \_\_\_\_\_  
Department \_\_\_\_\_ Department \_\_\_\_\_  
Institution \_\_\_\_\_ Institution \_\_\_\_\_  
City/Country \_\_\_\_\_ City/Country \_\_\_\_\_  
Period of Award (Months) \_\_\_\_\_

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### PROJECT SUMMARY

(Detailed project statement should be given to the referee before Part II is completed.)

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### PART II

Referee should type and return immediately to the Fulbright administrative agency at the address below. The reference must be written in English. Applications cannot be reviewed without reference reports. This form must be received by the appropriate in-country deadline indicated below.

1. How long and in what capacity have you known the applicant?
2. Please discuss the applicant's qualifications and the merits of the proposal by commenting on the
  - (a) applicant's credentials, potential, and record of academic or professional accomplishments;
  - (b) significance of proposal to the field;
  - (c) importance of project to home country; and
  - (d) relevance of applicant's previous research and training to proposed project.
3. Please address the applicant's cross-cultural adaptability and flexibility.

\_\_\_\_\_  
Month/Day/Year

\_\_\_\_\_  
Signature of evaluator

### PART III

**DO NOT RETURN TO APPLICANT. RETURN COMPLETED REPORT TO \_\_\_\_\_  
NO LATER THAN \_\_\_\_\_.**

# Fulbright Scholar Program

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Position _____	Position _____
Department _____	Department _____
Institution _____	Institution _____
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Period of Award (Months) _____	

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\_\_\_\_\_  
Month/Day/Year

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Position \_\_\_\_\_ Position \_\_\_\_\_  
Department \_\_\_\_\_ Department \_\_\_\_\_  
Institution \_\_\_\_\_ Institution \_\_\_\_\_  
City/Country \_\_\_\_\_ City/Country \_\_\_\_\_  
Period of Award (Months) \_\_\_\_\_

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\_\_\_\_\_  
Month/Day/Year

\_\_\_\_\_  
Signature of evaluator

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